

DEPARTMENT OF SOCIAL SERVICES
744 P STREET, SACRAMENTO, CALIFORNIA 59814

March 14, 2001

ALL-COUNTY INFORMATION NOTICE NO. I-20-01

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY CHILD CARE COORDINATORS
ALL ALTERNATIVE PAYMENT PROGRAM
PROVIDERS
ALL RESOURCE AND REFERRAL AGENCIES
ALL LOCAL PLANNING COUNCILS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☒ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: CONFIDENTIALITY OF CALWORKS CHILD CARE CLIENT
INFORMATION

REFERENCE: AB 1542, CHAPTER 270, STATUTES OF 1997, AB 2772, CHAPTER
902, STATUTES OF 1998

This All County Letter (ACL) clarifies the CalWORKs Stage One requirements regarding confidentiality of client information. This letter also provides information about the responsibilities of Alternative Payment Programs (APP), Resource and Referral (R&R) agencies and other entities, including County Welfare Departments (CWD), that administer Stages Two and Three, and the CalWORKs Community College child care program.

The California Department of Social Services (CDSS) administers CalWORKs Stage One child care through CWDs. The California Department of Education (CDE) administers CalWORKs Stages Two and Stage Three Set-Aside child care through contracts with APPs. The Chancellor's Office of the California Community Colleges administers CalWORKs child care for current and former CalWORKs recipients attending community colleges.

In enacting Assembly Bill (AB) 1542 (Chapter 270, Statutes 1997), the Legislature expressed its intent that families experience no break in their child care services due to a transition between the stages of child care. To assure this, both the Education Code (EC) and the Welfare and Institutions Code (WIC) require agencies administering the three stages of CalWORKs child care to share the information necessary to administer the program. (EC §8358.5; WIC §11323.4(f)) The information about clients collected in all stages of CalWORKs child care is confidential (WIC §10850).

The sharing of information with and between CWDs, APPs, R&Rs and local community college CalWORKs child care programs is an integral part of ensuring that CalWORKs child care services are provided to needy families as quickly and effectively as possible. Therefore, sharing information directly related to the administration of CalWORKs child care services between these entities does not violate confidentiality requirements. This includes information regarding the eligibility and need for child care services, and any information needed to process child care payments.

The use or disclosure of all information pertaining to the child and his/her family shall be restricted to purposes directly connected with the administration of the CalWORKs child care program. County Welfare Departments shall share information about CalWORKs child care cases with APPs, R&Rs and community college CalWORKs child care programs as appropriate to assure uninterrupted child care services for those families who are eligible.

If you have any questions about the information in this letter, please contact your Child Care Program Analyst by calling the Child Care Bureau at (916) 657-2144.

Sincerely,

*Original Signed by
Jo Weber on 3/14/01*

JO WEBER, Chief
Work Services and Demonstration Projects Branch